

WY DDD Public Forums

Overview of Public Partnerships, LLC  
Your Fiscal Employer Agent

PUBLIC PARTNERSHIPS

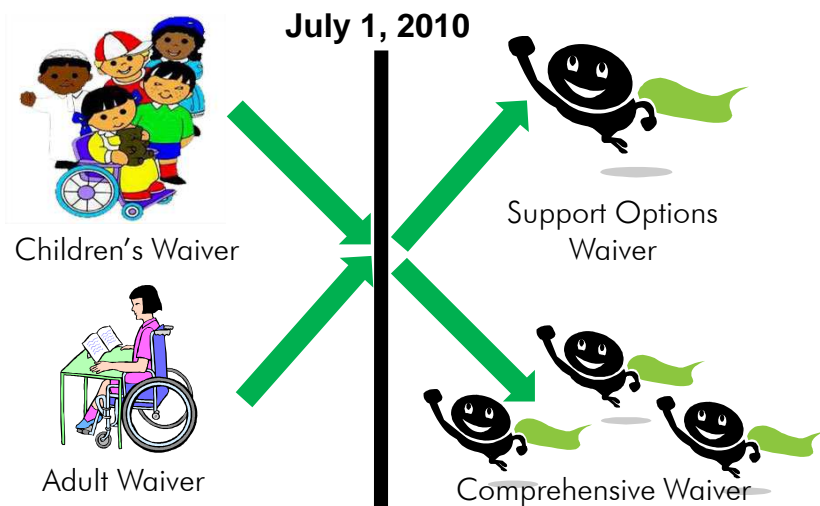
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WY DDD Public Forums – Introduction to Public Partnerships, LLC

## Agenda

- Changes to WY DDD Waivers
- Overview of Self-Direction
- Overview of Public Partnerships, LLC
- Overview of PPL's System
- Questions

## Changes to WY DDD Waivers



## Changes to WY DDD Waivers

### Employee Versus Independent Contractor

#### EMPLOYEE

- ☐ Is assigned tasks by employer
- ☐ Does not set priority of tasks
- ☐ Receives work schedule & breaks
- ☐ Does not determine workplace
- ☐ Does not provide own equipment

#### INDEPENDENT CONTRACTOR

- ☐ Professionally licensed or certified by occupation
- ☐ Employed by several employers, performing similar work
- ☐ Exercises independent judgment to determine work tasks, work schedule, priorities & equipment needs

#### ***Personal Attendant***

- Payroll taxes are withheld from paycheck
- Prepares IRS W-2 wage statement
- Taxes are paid by worker & employer

#### ***Clinician/Therapist***

- No tax is withheld from paycheck
- Prepares IRS 1099M income statement
- Worker pays all taxes as "self employed"

## Changes to WY DDD Waivers

### Directly-Hired Employee

- Single, no dependents
- \$40,000 salary
- Regular withholding on check for Social Security, Medicare and federal income tax
- Year-end tax filing
- Estimated taxes: \$6,844.00
  - Medicare \$ 580.00
  - Social Security \$2,480.00
  - Federal income tax \$3,784.00

### Independent Contractor

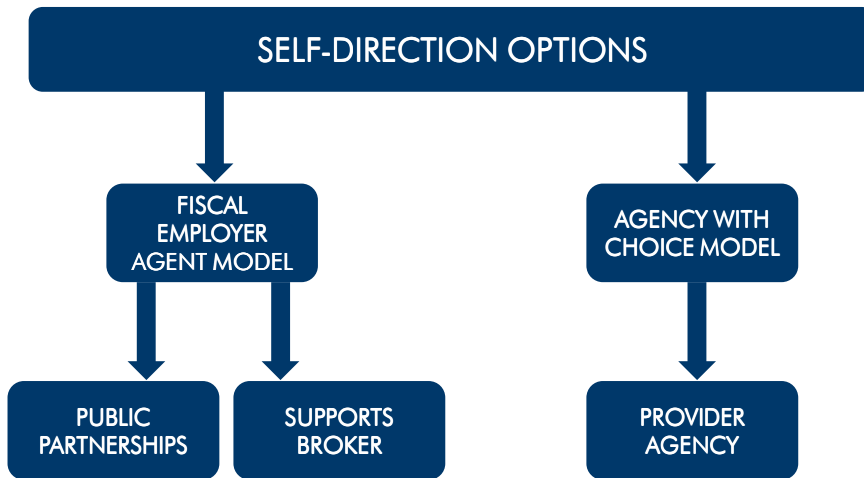
- Single, no dependents
- \$40,000 income
- No withholdings on checks
- Quarterly estimated tax deposits
- Estimated taxes:
  - \$9,407.00

## Changes to WY DDD Waivers

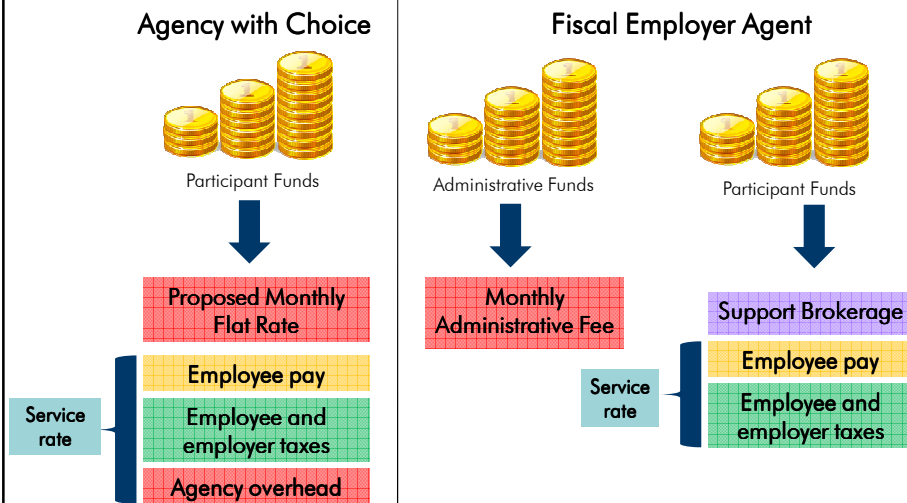


The Support Options, Comprehensive, and Acquired Brain Injury Waivers will all include a Self-Direction Option

## Changes to WY DDD Waivers



## Changes to WY DDD Waivers



## Overview of Self-Direction

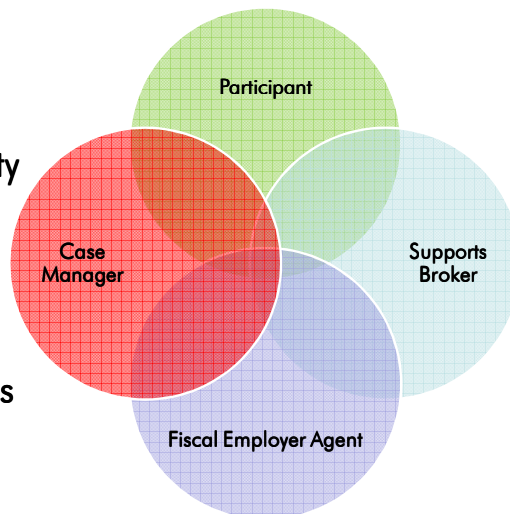
### What is Self-Direction?

- **Process** for delivering services that gives persons who need care more choices and control over the kinds of services they receive, how they are delivered, and by whom
  - Participants become the **employer** of their direct care staff
  - Participants **manage** their own budgets
  - Participants **authorize** all purchases of waiver goods and services



## Overview of Self-Direction

Self-Direction participants are supported by a variety of stakeholders, including Public Partnerships, LLC (your financial management systems organization)



## Overview of Self-Direction

### Participants:

- ☐ Complete initial paperwork
- ☐ Recruit, interview, train and terminate staff
- ☐ Verify employment eligibility by certifying USCIS Form I-9
- ☐ Define job, schedule, rate
- ☐ Review and approve timesheets
- ☐ Monitor their budget

### Fiscal Employer Agent:

- ☐ Serve as “Payroll Department”
- ☐ Issue paychecks per timesheets
- ☐ Withhold all necessary taxes
- ☐ File tax and labor reports
- ☐ Issue annual W-2, 1099 Wage statements
- ☐ Provide employers with monthly reports of FI spending on your behalf
- ☐ Respond to all questions

### Support Brokers:

- ☐ Help plan supports and services needed by participants
- ☐ Assist with the hiring and firing processes
- ☐ Evaluate what is going well for participants and what need changing
- ☐ Help participants manage their budget
- ☐ Work around day-to-day issues

### Case Managers:

- ☐ Facilitate development of the plan of care
- ☐ Submit plan of care to the Division
- ☐ Monitors services
- ☐ Monitors use of budget
- ☐ Work around long-term issues

## Overview of Self-Direction

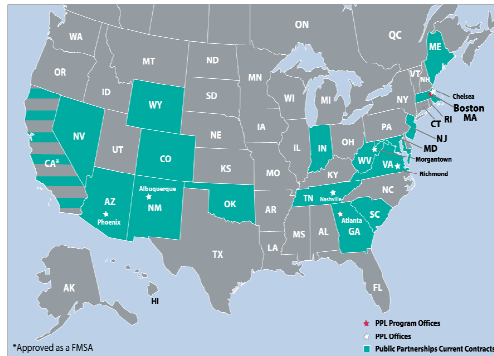
Support Brokers and Case Managers  
will have clear, distinct roles that  
complement each other.



*We realize that this is confusing right now.*  
The Division is still working out the details.

## Overview of Public Partnerships, LLC

- Division of Public Consulting Group, Inc., a national consulting organization focusing on health, human services and education in the public sector.
- Founded in 1999 and headquartered in Boston, MA.
- Major offices in VA (Richmond), AZ (Phoenix), WV (Morgantown), and CO (Denver)
- The largest FMS providing services and supports to consumer-directed programs in the country.



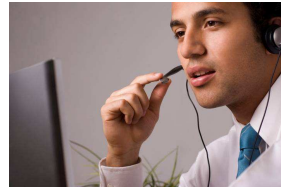
## Overview of Public Partnerships, LLC

- 100% focused on facilitating Self-Direction programs for persons with disabilities. This is our only line of business.
- We enable consumers of all ages to:
  - Develop & manage budgets
  - Purchase approved goods & services needed to maintain independence in the community
  - Serve as employers of their own direct care employees
- We achieve these goals by assuring consumer independence, safety, and fiscal accountability.



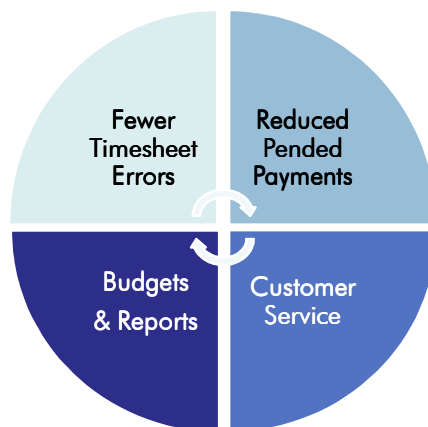
## Overview of PPL's Staff

- Program Management for Wyoming, based in Boston, MA:
  - Colleen Fox, Associate Manager
  - Sarah Winawer-Wetzel, Assistant Program Manager
- Dedicated Customer Service Staff, based in Phoenix, AZ:
  - Toll-free number dedicated to Wyoming project
  - Available Monday through Friday, 8:00 am – 5:00 pm MST
  - Service level at 90%
- Regional Project Staff, based in Denver, CO:
  - April Boehm, Operations Manager



## Overview of PPL's System

- PPL utilizes technology to make things easier and less problem-prone for participants, providers and ourselves!





## Overview of PPL's System

- Providers submit time to PPL in order to be paid. Timesheets can be submitted on paper or online.

**PUBLIC PARTNERSHIPS, LLC ATTENDANT TIME SHEET** (For use by Employer Agent/Event/Case Subject/SEAC Service Option)

Consumer's Name: [Blank] Consumer ID: [Blank]  
 Address: [Blank] Provider ID: [Blank]  
 Provider's Name: Michael Smith Service: 55125 UZUS Attendant Care for ACW - Res.  
 Service: [Blank] Employer/Name: [Blank] Timesheet ID: [Blank]  
 FAX: PPL @ 888-716-8122 MAIL: PUBLIC PARTNERSHIPS, LLC PO BOX 5787 PHOENIX, AZ 85006

**Weeks:** Begin: Monday 10/01/2009 / 10/13/2009 **Weeks:** End: Sunday 10/01/2009 / 10/26/2009

Day	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	4:00-5:00	5:00-6:00	6:00-7:00	7:00-8:00	Total Hours
Mon													
Tue													
Wed	12	00	00	00	03	00	00	00	00	00	00	00	03
Thu	01	00	00	00	03	00	00	00	00	00	00	00	03
Fri													
Sat													
Sun													

By signing below, I certify that I have provided the services to the number during the dates described in this time sheet.  
 Attendant Signature: [Blank] Date: [Blank]

I certify that the number has been checked and is correct as reported above.  
 Member or Responsible Party Signature: [Blank] Date: [Blank]

USE BLACK INK, PRINT ONE CHARACTER PER BOX, FILL CIRCLES COMPLETELY, TRY NOT TO TOUCH THE LINES!!!

## Overview of PPL's System

- Below is example of why on-line timesheets are such a good idea for some people!

**PPL ATTENDANT TIME SHEET** (For use by Employer Agent/Event/Case Subject/SEAC Service Option)

Consumer's Name: [Blank] Consumer ID: [Blank]  
 Address: [Blank] Provider ID: [Blank]  
 Provider's Name: [Blank] Service: [Blank]  
 Service: [Blank] Employer/Name: [Blank] Timesheet ID: [Blank]  
 FAX: PPL @ 888-716-8122 MAIL: PUBLIC PARTNERSHIPS, LLC PO BOX 5787 PHOENIX, AZ 85006

**Weeks:** Begin: Monday 10/15/2009 / 10/26/2009 **Weeks:** End: Sunday 10/15/2009 / 10/26/2009

Day	8:00-9:00	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00	3:00-4:00	4:00-5:00	5:00-6:00	6:00-7:00	7:00-8:00	Total Hours
Mon													
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USE BLACK INK, PRINT ONE CHARACTER PER BOX, FILL CIRCLES COMPLETELY, TRY NOT TO TOUCH THE LINES!!!

## Overview of PPL's System

- Submitting timesheets on-line is straightforward

Provider	COLEMAN LASHELLE	Provider ID	COLE055
Service Type	S5126	Service Name	Attendant Care Services
Consumer	BRAZZLE ROSEMARY	Consumer ID	
Time Period	Begin: Thursday 02/14/2008.		

Date	Time In	Time Out	Activity	Hours
Thursday 02/14/2008			Activity	There are more hours
Friday 02/15/2008			Activity	There are more hours
Saturday 02/16/2008			Activity	There are more hours
Sunday 02/17/2008			Activity	There are more hours
Monday 02/18/2008			Activity	There are more hours
Tuesday 02/19/2008			Activity	There are more hours
Wednesday 02/20/2008			Activity	There are more hours
Thursday 02/21/2008			Activity	There are more hours
Friday 02/22/2008			Activity	There are more hours
Saturday 02/23/2008			Activity	There are more hours
Sunday 02/24/2008			Activity	There are more hours
Monday 02/25/2008	5 AM	11 PM	Activity	There are more hours
Tuesday 02/26/2008	10 PM	11 PM	Activity	There are more hours
Wednesday 02/27/2008			Activity	There are more hours

Documenting activities provided at home is being required by CMS

Activities: Complete/Partial Bath, Dress/Undress, Toileting, Transferring, Personal Grooming, Eat/Feed, Ambulation, Time/Change of Position

Notes: [Text Area]

OK

Next

## Overview of PPL's System

- Participants and providers can view their own demographics

### Edit Participant Profile Marry Joneston (ParticipantID 3653005621)

Enroll a New Participant



























Please enter the following information. All fields are required for good to go, unless:

Participant Demographic Information	
Medicaid ID	3653005621
First Name *	Marry
Middle Name (optional)	
Last Name *	Joneston
Address	122 Broadway
Address 2 (optional)	
City	NEWCOMB
State	New Mexico
Zip Code	87455
Phone	1112223333
Alt. Phone (optional)	
County (optional)	- Select -
Date of Birth *	6/1/1954
Social Security Number *	1112223333
Gender (optional)	- Select -
Cover Sheet Received Date (optional)	NOT YET STARTED
Enrollment Status	- Select -
Primary Language (optional)	- Select -
NM ID (optional)	

Copy Participant Address Information from Above	
Employer ID Number (EIN)	00-1112223
New EOR Edit EIN	
Employer of Record	
EOR First Name	
EOR Last Name	
Preferred Name (optional)	Sebastian Joneston
SSN	1112223333
Address	122 Broadway
Address 2 (optional)	
City	NEWCOMB
State	New Mexico
Zip Code	87455
Phone	(111) 222-3333
E-mail (optional)	
Responsible Party	
First Name (optional)	
Middle Name (optional)	
Last Name (optional)	
Address (optional)	
Address 2 (optional)	
City (optional)	
State (optional)	New Mexico
Zip Code (optional)	
Phone (optional)	
Relationship To Consumer (optional)	- Select -
Email (optional)	
Consultant	
Consultant - Select -	View/Edit Consultant Add New Consultant
Update Cancel	

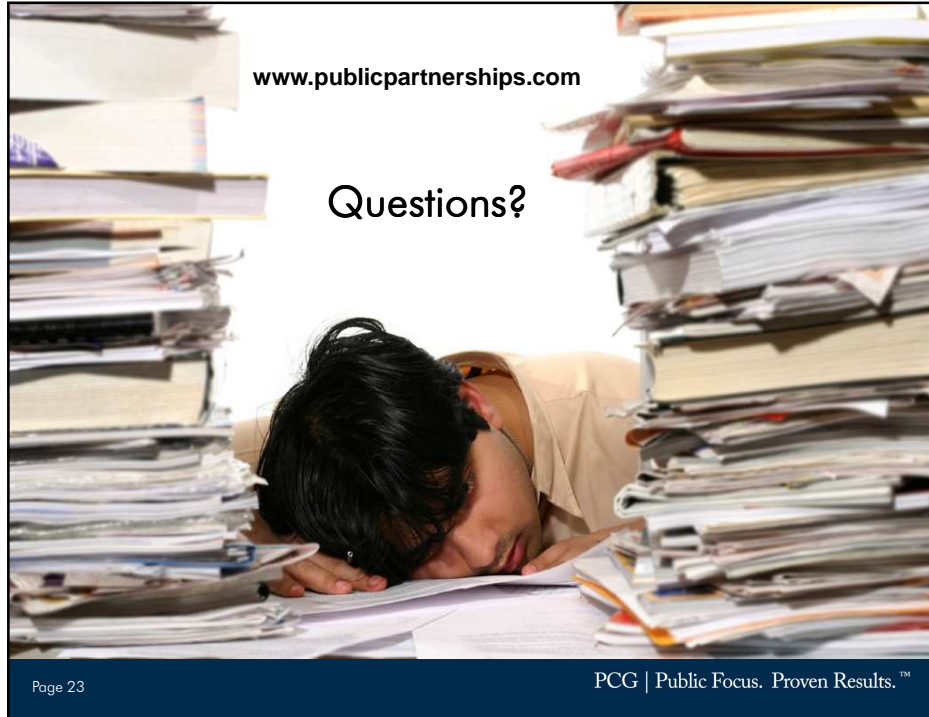
## Overview of PPL's System

- Participants can view the status of their budget in real-time

Budget Detail For PAUL										
Appropriation:	\$50,000.00									
Total Budget:	\$38,364.96	Total Authorizations:	\$38,364.96	Start Date:	12/1/2008					
Total Unallocated Funds:	\$11,635.04	Total Spent:	\$17,314.64	End Date:	11/30/2009					
		Total Balance:	\$21,050.32							
Service	Provider	Start Date	End Date	Line Total	Paid	Invoice	Balance	Note	Status	Action
99509: Homemaker/Companion		12/1/2008	11/30/2009	\$20,944.10	\$10,954.68	\$0.00	\$9,989.42		Submitted	 
99509: Homemaker/Companion		12/1/2008	11/30/2009	\$2,000.00	\$0.00	\$0.00	\$2,000.00	Base Funding	Submitted	 
T1005: Respite		12/1/2008	11/30/2009	\$5,000.00	\$0.00	\$0.00	\$5,000.00		Submitted	 
T1999: Transportation		12/1/2008	11/30/2009	\$5,806.86	\$5,046.96	\$0.00	\$759.90		Timesheet Partially Submitted	 
<input checked="" type="checkbox"/> T1999: Transportation				\$1,900.00	\$0.00	\$0.00	\$1,900.00			 
AUTO RELATED		12/1/2008	11/30/2009	\$1,000.00	\$0.00	\$0.00	\$1,000.00		Submitted	 
ROUTINE TRAVEL		12/1/2008	11/30/2009	\$400.00	\$0.00	\$0.00	\$400.00	Additional Funding	Submitted	 
NONROUTINE TRAVEL		12/1/2008	11/30/2009	\$500.00	\$0.00	\$0.00	\$500.00		Submitted	 
T1999U2: Household-related goods		12/1/2008	11/30/2009	\$1,314.00	\$1,313.00	\$0.00	\$1.00		Submitted	 
<input checked="" type="checkbox"/> T1999U2: Household-related goods				\$1,300.00	\$0.00	\$0.00	\$1,300.00			 
COMPUTER		12/1/2008	11/30/2009	\$900.00	\$0.00	\$0.00	\$900.00		Approved	 
HOUSEHOLD SUPPLIES		12/1/2008	11/30/2009	\$400.00	\$0.00	\$0.00	\$400.00		Approved	 
T2033U04: Assisted Living		12/1/2008	11/30/2009	\$100.00	\$0.00	\$0.00	\$100.00	Additional Funding	Submitted	 
Total:				\$38,364.96	\$17,314.64	\$0.00	\$21,050.32			

## Fiscal Employer Agent (PPL) vs. Agency with Choice

Common Questions	Fiscal Employer Agent	Agency With Choice
Who is the boss?	Participant	Participant & Provider Agency
Who picks individuals to provide services?	Participant	Participant
Who is in charge of hiring and firing individual providers?	Participant	Provider Agency & Participant
Who sets the hourly rate?	Participant	Provider Agency
Who tracks certifications & trainings?	PPL	Provider Agency
Who does payroll & taxes?	PPL	Provider Agency
Who will support the participant?	Family, case manager, & support broker	Family & case manager
Who is liable as the employer?	Participant	Provider Agency
How are services paid for?	Division's budget	Participant's budget

A photograph of a man with dark hair, wearing a light-colored shirt, sleeping with his head down on a desk. He is surrounded by tall stacks of papers and documents on both sides of him, creating a sense of being overwhelmed by paperwork. The background is a plain, light color.

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Questions?

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